

COMMERCIAL BUSINESS LICENSE APPLICATION

Send all completed and properly signed forms (including attachments as necessary) along with applicable licensing fees to:
West Valley City Business Licensing, 3600 S. Constitution Blvd., West Valley City UT 84119 (TELEPHONE: 963-3290)

Section 1: Business Information		
Business Name:		Parcel #:
Location of Business:		Apt/Suite No.
City:	State:	Zip Code:
Business Telephone:		Business Fax:
Business Contact Person:		Contact Person Birth Date:
Home Address:		Direct Telephone #:
www:		Email:
Property Owner Name:		Telephone #:
Section 2: Owner Information		
Business Owner(s): (use additional sheet if necessary)		
Owner Physical Address:		Apt. No.
City:	State:	Zip Code:
Owner Birth Date:	Social Security Number:	
Home Telephone:		Phone (Other):
Drivers License No. **::		State:
Section 3: Business Mailing Address (This is the address where all license and renewal forms will be sent)		
<input type="checkbox"/> Same as Section 1	<input type="checkbox"/> Same as Section 2	<input type="checkbox"/> Send all correspondence to:
Type of Organization: (include copies of the first page of filed Articles of Incorporation or Organization, if applicable)		
<input type="checkbox"/> Corporation; <input type="checkbox"/> S-Corp; <input type="checkbox"/> LLC; <input type="checkbox"/> LP; <input type="checkbox"/> Partnership; <input type="checkbox"/> Sole Proprietor; <input type="checkbox"/> Other		
DBA #:		State License # (if applicable):
State Tax #:		Federal Tax #:
Projected Opening Date for Business:		
Detailed Description of Business:		
<input type="checkbox"/> Business will use an electronic status verification system to verify the federal legal working status of all new employees.		
This form is an application for a business license; the actual license will be issued only when all inspections have been approved. All information must be completed or the issuance of a license will be delayed. It is a Class "B" Misdemeanor to own or operate a business in West Valley City without a current business license. I/We hereby agree to conduct said business strictly in accordance with the Laws and Ordinances covering such business, and swear under penalty of law that the information contained herein is true.		
Signed by:		(Owner/Officer)
Date:	Title:	

**** ATTACH A COPY OF PHOTO IDENTIFICATION ****

WEST VALLEY CITY BUSINESS LICENSING

3600 Constitution Blvd. West Valley City UT 84119

PHONE: 801 963-3290 Fax: 801 963-3541

www.wvc-ut.gov/business

CALCULATION OF FEES FOR BUSINESS LICENSES:

1. **Base Fee** apply to all businesses (10-32101) \$110 +
(Landlords with less than 3 rental units are exempt from base fee, but Disproportionate Fees per unit will apply)
2. **Disproportionate Fees & Special Regulatory Fees** (see Fee Schedule below): +
(10-32131)
3. **Inspection Fee:** *Only required on **new or relocated** businesses* \$50.00 +
(Residential Rental Dwellings Exempt) (BLDG/FIRE: 10-32140) (PLAN/ZONE: 10-34309)
4. **Employees:** (applies to all businesses) \$10.00 x each employee = +
(For example: # of employees leased or on payroll, # of employees working at, out of, or dispatched from the licensed location.) (10-32101)
5. **Vehicle Parking Stickers** \$0.50 x no. of stickers required = +
(for delivery vehicles only; one vehicle per home occupation business) (10-32101)
6. **Alcohol License Fee** (each alcohol license is \$500) (10-32102) +
7. **Late Fee (total all fees above and multiply by .5 or .75 or 1.0 depending on penalty** +
(10-32103)
- TOTAL DUE – Please make checks payable to West Valley City:** =

BUSINESS LICENSE FEE SCHEDULE

Business Description	Regulatory Fee	+ Disproportionate Fee
Alcoholic Beverage Licensed Businesses (except restaurants)*	\$500	\$1000
Alcoholic Beverage Licensed Restaurant	\$500*	-
Banks and Credit Unions		\$500
Department Stores & Shopping Mall Management Offices		\$1000
Drive-In Motion Picture Theaters		\$1000
Home Improvement Center		\$1000
Hotels and Motels		\$1500
Mobile Home Parks		\$31 x <u> </u> # of pads = \$ <u> </u>
Rental Dwelling Units (single family, duplex, tri-plex, multi-family)		\$94 x <u> </u> # of units = \$ <u> </u>
Member of the Good Landlord Program REQUIRES CURRENT CERTIFICATION AND CONTRACT (Contact U.A.A. 801-487-5619) (single family, duplex, tri-plex, multi family)		\$20 x <u> </u> # of units = \$ <u> </u>
Pawnshops Includes buying and selling precious metals. New jewelry dealers exempt	\$500	\$1200
Racetrack		\$1000
Salvage Yards	\$1000	\$100

*PER ALCOHOL LICENSE